



STATE OF INDIANA

STATE BUDGET AGENCY

212 State House
Indianapolis, Indiana 46204-2796
317/232-5610

EVAN BAYH
Governor

Katherine L. Davis
Director

MEMORANDUM

To: All Agency Heads
All State Disbursing Officers

From: Katherine L. Davis, Director

Re: Budget Agency Delegation to the Department of Administration of Certain SDO Authorizations

Date: October 29, 1996

Attached please find Financial Management Circular #96-3. The purpose of this Circular is to expedite the appointment of SDO personnel and the setting of dollar limits for SDO's. The State Budget Agency is delegating those functions to the Department of Administration.

Please distribute the Circular to any persons on your staff who deal with SDO transactions

If you have any questions, feel free to contact your budget analyst.

cc: William Shrewsberry,
Commissioner
Department of Administration

Financial Management Circular: #96-3

Effective Date: November 1, 1996

General Subject: Budget Agency Action Regarding Special Disbursing Officers (SDO)

Specific Subject: Delegation by Budget Agency to the Department of Administration for initiation of an SDO account; Delegation by Budget Agency to Department of Administration for approval of changes in designations of SDO officers in State agencies; Delegation by Budget Agency to the Department of Administration for changes in the maximum dollar limit in an SDO account for state agencies

Authority: IC 4-12-1-13;
C 4-13-2-20

Application: This Circular applies to all State agencies, departments and commissions which have SDO accounts

Section 1. Under the provisions of IC 4-13-2-20(d) Budget Agency approval is required for the appointment of special disbursing officers which appointments initiate the SDO procedures. The Budget Agency, to expedite the process of designation, delegates to the Department of Administration the approval required. The delegation covers both the initial appointments and any changes in designation of special disbursing officers.

Section 2. Under the provisions of IC 4-13-2-20(e)(1), the State Budget Agency approves the dollar limits set by the Department of Administration for special disbursing accounts. The Budget Agency delegates to the Department of Administration the approval of the plans in which dollar limits are set by the Department of Administration.

Section 3. The provisions of this Circular take effect November 1, 1996.

Katherine L. Davis, State Budget Director

[Signed by Katherine Davis and dated 10/31/96]